



## **PARKING LOTS**

### **I. WHEN IS A BUILDING PERMIT REQUIRED FOR A PARKING LOT?**

A permit is required for any parking area or lot exceeding 800 square feet.

A separate permit is not required if the parking area is detailed on the site plan of an approved set of plans for new construction provided the parking area is on the same lot as the construction.

### **II. WHAT CODES/REGULATIONS ARE APPLICABLE?**

Contact the following agencies:

**A. Building Department:**

1. Building Code Plans Examination (Cincinnati and Ohio Basic Building Codes) - 352-3313
2. Zoning Code Administration (Cincinnati Zoning Code) - 352-3273
3. Plumbing Inspections (Cincinnati and Ohio Plumbing Codes) - 352-3280

**B. Public Works Department:**

1. Central Permit Office (curb cuts) - 352-3451
2. Traffic Engineering (relocation of signs, meters, poles, etc.) - 352-6229
3. Stormwater Engineering - 352-1944

**C. Metropolitan Sewer District:**

1. Wastewater Engineering - 244-1350

**D. Inspection Bureau Incorporated:**

1. Electrical Inspections (National Electric Code) - 381-6080

### **III. HOW DO I OBTAIN A PERMIT?**

Complete an application for a permit and submit three copies of plans for review, to the Division of Permits and Plan Review, 3300 Central Parkway, Cincinnati, OH 45225. The plans shall include the following:

- A. Submit plans showing the property lines, streets, structure, and the proposed parking lot.
- B. Plans must be drawn to scale.
- C. The plans should include the parking layout, location of driveways, any obstructions to proposed driveways (poles, traffic signs, parking meters, etc.), lights, fences, landscaping and any signs. The plans shall also show how stormwater runoff will be intercepted. Show this by contour lines or elevations and show any catch basins, sewer laterals, sewer mains, etc. (stormwater detention may be required).

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- D. An attendant's booth requires plans detailing construction, heat, electricity, plumbing, etc.. Plans for pre-fabricated booths shall include a letter of certification from the Ohio Board of Building Standards.
- E. Be sure to label what is existing and what is new. For example, label driveways and catch basins "existing" or "proposed."
- F. Describe your project. List the number of off-street parking spaces and list the number of off-street loading spaces, if any. Show the length and width of all spaces along with aisleway width, the type and thickness of surfacing (i.e. blacktop or concrete), disabled spaces and their signage, etc..
- G. Any construction activities which restrict pedestrian or vehicular traffic flow on street or sidewalks shall be noted.

#### **IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application. Upon receipt of the necessary approvals, the permit staff will notify the applicant that the permit is ready and the balance of the permit fee will be due.

#### **V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Cincinnati Zoning Code, Cincinnati Building Code, Ohio Basic Building Code, National Electric Code, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within one year of the issue date.

- A. Other permits may be required, such as sewer (MSD), driveway (curb-cuts) per City specs), right-of-way barricade, electrical, plumbing, signs, etc..
- B. All parking facilities in which fees are charged will require a parking lot license from the City Treasurer's Office (352-3225).

#### **VI. INSPECTIONS REQUIRED (24-hour minimum notice)**

- A. General Building Inspections (New Buildings and Non-Residential) - 352-3267
- B. Safety and Maintenance (Existing Residential Uses Only) - 352-3275
- C. Metropolitan Sewer District - 244-1375
- D. Public Works Central Permit Office - 352-3451
- E. Plumbing Inspections - 352-3280
- F. IBI (Electric) - 381-6080